

CITY OF KIRKLAND

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DEPARTMENT OF PUBLIC WORKS PRE-APPROVED PLANS POLICY

Policy G-3: CONSTRUCTION RECORD DOCUMENT REQUIREMENTS

"CONSTRUCTION RECORD" DRAWINGS

1. Do not erase, but cross out numeric data on plans such as structure tops, inverts, slopes, material, etc. then add "Construction Record" data with a CR in parenthesis following the revised entries.
2. Do not erase, but cross out and re-draw the "Construction Record" graphical changes in their revised locations.
3. Include the approved King County Datum with benchmark elevation and location. All "Construction Record" elevations must be based on the approved King County Datum (NAVD 88 vertical, NAD 83/91 horizontal) unless the project was allowed to be submitted based on the old City of Kirkland Datum.
4. Drawings must display the word "RECORD DRAWING" near the title block in readily recognizable print with the corresponding date and surveyor's or project engineer's signature.
5. Submit one set of record drawing bluelines to the Construction Inspector for review before preparing final mylar as-builts.
6. Prepare and submit one set of D sized (24"x36" media size, 21"x33" max. plot size) original mylars, fixed line photo mylars, or sepia mylars together with one set of blueline copies of the "Construction Record" documents. No Xerox mylars will be accepted.
7. In addition to the requirements listed above (#6), mylars shall also be submitted on disc in the following formats: TIF and PDF. Both shall have a minimum resolution of 300dpi. Each mylar page shall have a corresponding file name. The proper format for naming files shall be: ProjectName## (## being the page number). For example:
ThomasShortPlat1.tif...ThomasShortPlat4.tif /
ThomasShortPlat1.pdf...ThomasShortPlat4.pdf.